



## Job Announcement

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### Open to Current Maryland Judiciary Employees Only

<b>Opening Date:</b>	May 15, 2009	<b>Closing Date:</b>	May 22, 2009
<b>Job Title:</b>	Administrative Specialist	<b>Position Type:</b>	Contractual Full Time
<b>PIN:</b>	999914	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Administrative Office of the Courts Procurement Warehouse Annapolis, Maryland	<b>Salary:</b>	\$18.69 per hour

**Essential Functions:** Prepare Fixed Assets Control Account to identify and correct discrepancies with capital assets in fixed assets database and finance paid invoices; research all discrepancies relating to expenditures and fixed assets capital expenditures; coordinate, review and make recommendations on financial matters. Take appropriate action to ensure department complies with the AOC state policies and procedures that are financial. Manages the AOC fleet to include assignment of pool vehicles, maintaining and repairing vehicles, ordering gas cards, registering new vehicles and new drivers and working with Fleet Contractor (ARI) on accidents and maintenance related issues. Schedule maintenance repairs with various maintenance vendors. Make recommendations on new vehicle purchases; track mileage and repairs of all vehicles and track monthly gas purchases. Work with MVA staff to register and ascertain tags for new vehicles and disposition of old tags. Assist in the preparation, updating and interpreting of the AOC Fleet Policies and Procedures.

**Education:** High School Diploma or GED.

**Experience:** Three years of related experience.

**Preferred:** Experience in Accounting. Advanced PC, word processing, database and spreadsheet skills.

**Skills/Abilities:** Knowledge of inventory methods, equipment and terminology, and software packages. Experience in accounting, administrative support and finance. Extensive knowledge of accounting methods. Must have excellent mathematical aptitude and intermediate knowledge of accounting and office/warehouse procedures. Must have excellent communication skills, strong analytical and organizational skills. Ability to work independently. Must have proficient computer skills in word processing and spreadsheet software. Ability to create and generate reports using various software packages. Ability to conduct financial research. Must possess a valid Maryland Driver's license with no more than 2 points. Ability to perform all essential functions of this position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.